



2013 Youth Sports Facilities Grant Fund Program Policies and Project Selection Guidelines

Section I. Introduction and Background: The General Purpose of the Youth Sports Facilities Grant Fund

The King County Council in Ordinance No. 10454, adopted basic criteria to define the purpose of the "Youth Sports Facilities Grant Fund":

1. The funds shall be made available to develop, renovate, or repair sports facilities primarily serving persons under 21 years of age, including those located in low- and moderate-income communities within King County.
2. A sports facility is defined as any structure or field that is intended to be used primarily for athletic purposes.

In addition, the Council requested that this program do the following:

3. Encourage the leveraging of funds from other sources;
4. Hold an annual request-for-proposal (RFP) process that is integrated as much as possible with the Community Development Block Grant (CDBG) Program; and
5. Minimize administrative costs.

Section II. Encouraging Community and Public Partnerships

Public areas, including undeveloped parks, fields, and school playgrounds, are already the focus of many neighborhood youth athletic activities. In the case of schools, their fields and often their gyms are generally available to and used by youth sports organizations and the surrounding community in the off hours. Sometimes a field that has fallen into disrepair needs only a modest investment to rehabilitate it (and perhaps a commitment from a youth sports organization or the community to help maintain it) in order for the field to be usable again to the school, youth sports organizations, and the community. Other public lands have the same potential for sports use with a modest investment. Consequently, these policies stress a partnership between public entities with suitable property and the surrounding community or neighborhood including and especially local youth sports organizations.

A. Eligible Activities

Grant funds are available for capital expenses to develop, renovate, or repair sports facilities that increase recreational or athletic opportunities primarily serving persons younger than 21 years of age. Funds are not available for design work (architectural/engineering services) or permits. Grant funds cannot be used to reimburse grant recipient's staff salary. Grant funds cannot be used to purchase items that are not permanently in place, such as balls and uniforms.

Sports facilities are defined as structures, fields, or spaces intended to be used primarily for athletic purposes. Examples of past grant projects include ball fields, ball courts, playgrounds, BMX courses, and skate parks, among others. The application can only address one site or facility. Maximum award is \$75,000, and we discourage any project requesting less than \$5,000.

Projects located on publicly owned property are optimal, such as a school, a city, the county, a park district, or other public entities. Projects may be located on private land if the applying youth sports organization or community group is a 501(c)(3) nonprofit and has free and clear title to the property or a long-term lease. Projects should be completed within two years of award. Exceptions may apply.

B. Eligible Geographic Areas

Any area in King County, Washington is eligible.

C. Eligible Applicants/Recipients

This program emphasizes partnerships between community groups and public entities. Applications for projects occurring on publicly owned property must be jointly submitted by a community group or youth sports organization and a public entity. We strongly encourage the development of a long-term use agreement to govern use of the property and assign maintenance responsibilities. The general public must have access to the facility. See Legal and Contractual Requirements, Section IV, for further details.

King County will contract with the public entity for the funds, unless that entity requests the County contract with the community group or sports organization, in which case that group must have 501(c)(3) status. This is a reimbursable grant—once the County receives evidence that the work has been completed, the County will reimburse the contracting agency.

D. Matching Requirements

The program is designed to leverage funds from other sources and requires a 1:4 match requirement. This means that applicants must provide \$1 for every \$4 requested. Match will be evaluated based on its adequacy in completing a quality project more than on simply meeting the match requirements.

Match Criteria:

1. Resources (cash, volunteer services, donations, etc.) can only be credited toward match requirements after the applicant is awarded a notice to proceed upon contracting. Design time and permits can be credited toward match prior to signed contracts. Applicants must keep records of all match resources expended in order to receive full reimbursement.
2. A match may include cash, volunteer labor, donated supplies, or professional services, such as design, engineering, or professional construction.
3. General labor will be valued at \$15 an hour. Volunteer time devoted to fundraising and completing the project application is **not** considered part of the match.
4. Volunteer labor in the form of professional services shall be valued at the reasonable and customary value of the product or service contributed by the professional to the proposed project. Any professional services claimed as a match must be directly related to the project. Please refer to <http://www.workforceexplorer.com> in order to determine hourly wage.
5. At least 25% of the required match must come from the community or sports organization.
6. At least 50% of the required match must come from the public entity.
7. Assistance or funds from King County will not be accepted as match, nor will any Federal Community Development Block Grant funding.
8. The amount and type of match must be appropriate to the needs of the proposed project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the proposed project.
9. Match contribution may be pledged by the donors at the time of application as opposed to being collected and in-hand. However, the pledged match must be secure; that is, the applicant must have written evidence to support each element of the match from each donor.
10. If the application does not meet the match requirements, the application may be considered ineligible or receive zero points under this evaluation section.

Requesting a Community Match Reduction:

If the project will be located in and will serve a predominantly low- and moderate-income community, and if the community or youth sports organization is unable to meet the 25% match requirement, applicants may request a community match reduction. Applicants must submit a letter requesting a reduction in community match. The letter must:

- Explain why the reduction is requested
- Confirm that the public agency will make up match difference
- Be signed by both the community group and public agency

Section III.

Evaluation and Rating Criteria

Applications meeting the match requirements will be evaluated and rated based on the criteria below. Incomplete application submittals will receive a deduction of five (5) points. Although letters of support are encouraged, excessive use of appended materials is neither encouraged nor to your advantage. An evaluation committee consisting of staff from King County Parks will evaluate applications and rank them by score. This committee will also hold in-person reviews with applicants. Though not mandatory, it is highly recommended that you attend these reviews, usually occurring in September. Using a projection of total funds available, staff will make recommendations to the director for approval. When the Council passes the budget in November, the recommended awards become final and contracting can proceed.

A. Neighborhood/Community Impact (+ 0 to 20 points)

The proposed project addresses a **severe deficiency and high-need** for the particular type of youth sports facility in the service area (evaluated in relation to type and size of project). Maximum points will be awarded to projects addressing a high priority community youth sports facility need. A project will receive zero points if the need for the project is not documented. Applicants need to define the service area. Need and project impact can be established by including information about conditions of existing facilities in relation to populations and program enrollment, if applicable. Examples of documenting need include park plans, community studies, GIS documents, or minutes from public meetings.

B. Project Management (+ 0 to 15 points)

Maximum points will be awarded to projects that are carefully planned and clearly ready to proceed as soon as a grant award is available. The elements of a good plan include:

1. A well-defined scope of work and how the requested YSFG funding plays a role.
2. A detailed time frame. This can be depicted on the budget exhibit.
3. An indication that the applicant has provided for any specialized knowledge or expertise necessary to accomplish the project.
4. Evidence that there is well-established coordination between the joint applicants.
5. Any necessary permits need to be identified and steps taken to obtain them documented.
6. Applicant needs to describe how the facility will be maintained to a safe and playable standard.

C. Project Design (+ 0 to 15 points)

Maximum points will be awarded to projects that are thoughtfully designed and consider the following elements: appropriate and quality materials, function and future needs, accessibility, efficiencies, maintenance, aesthetics, space relationships, and sustainable or green design. For example, an application requesting funds for a synthetic turf will generally outscore an application requesting funds for a grass field. It is advisable to provide a site and facility design document if one is available.

D. Project Budget (+ 0 to 10 points)

Maximum points will be awarded to projects that provide reasonable and reliable budget estimates. Budgets should be detailed enough that reviewers clearly understand where grant funds will be directed and how the costs of the remaining project items will be covered. Please see Example Budget on the [YSFG website](#) for guidance.

E. Quality of Match (+ 0 to 10 points)

Maximum points will be awarded for demonstrating that applicants have a diverse match readily available and sufficient to complete a quality project. For example, evidence of a secure match consisting of cash could be a bank statement or a resolution from the organization committing a specific amount for the project. If the match is volunteer time, pledge sheets of individual commitments with specific time amounts totaling the proposed match is convincing evidence that the match is secure.

Match will be evaluated based on its adequacy in completing a quality project as well as meeting the program requirements.

F. Bonus Points

Five (5) bonus points will be awarded if the application was submitted previously and applicant was advised to make revisions to the project which is reflected in the current application.

Fifteen (15) bonus points will be awarded if the project meets either condition below:

1. The project is located in and will serve a low/moderate-income community. The applicant must show that the project is located in a Census tract that is predominantly (51%) low- and moderate-income (defined as 80% of the median income).

YSFG program staff can provide the Census data. Applicants wishing to qualify for the bonus points are urged to address this issue well before applications are due.

2. The project is located at an elementary school where 40% or more of the students are on the reduced and/or free lunch program. Schools can provide the documentation necessary to receive credit for these bonus points.

Section IV.

Legal and Contractual Requirements

The King County Council decision is not yet notice to proceed. Spending authority comes through a signed contract between King County and the public entity, which is negotiated through YSFG Program staff following the Council's passage of the budget.

King County will contract with the public entity in most cases, unless the entity wishes otherwise, in which case the community partner must be a 501(c)(3) nonprofit organization. At the time of contracting, the following items will apply:

1. An agreement must be in place between the application partners. The agreement must ensure that priority for use of the improved field or facility is given to persons under the age of twenty-one for the period of time commensurate with the level of funding.

1.	<u>Range \$\$\$</u>	<u>Years</u>
2.	0-14,999	5
3.	15,000-29,999	8
4.	30,000-49,999	12
5.	50,000-75,000	15
2. All necessary construction permits required by the appropriate jurisdiction must be obtained or identified and in the application process.
3. Certificate of Insurance. The agency will note King County as additional insured during the contract period and supply King County with a certificate of insurance that includes appropriate levels of insurance as noted in the contract.
4. Contractors must comply with federal laws governing Fair Labor Standards, Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990 (this may impact the scope and cost of projects), and any other applicable federal, State, and local laws.
5. State prevailing wages may apply. This may impact a project's proposed budget.
6. This is a reimbursable grant—funding is not provided up front. Once the County receives evidence that the work has been completed, the County will reimburse the contracting agency. Reimbursement may occur in one payment at the time of project completion or in multiple reimbursements as the project proceeds. YSFG Program staff may request a site inspection prior to payment. Projects need to be completed within the two year contract timeframe.

